

VILLAGE OF MCFARLAND
Personnel Committee Minutes
Monday, October 16, 2023 - 9:30 AM

1. CALL TO ORDER, ROLL CALL.

Village Trustee Luke Fessler called the regular meeting of the Personnel Committee to order at 9:33 AM in Conference Room A of the McFarland Municipal Center.

Members present: Luke Fessler, Edward Wreh

Members not present: TJ Jerke

Staff Present: Matt Schuenke, Andrea Anderson, Jenny Haried

2. PUBLIC APPEARANCES.

a. *This is an opportunity for members of the public to address the Personnel Committee for items that are not on the agenda. Please remember this is a hybrid meeting conducted in person and through the Zoom online meeting platform. Meeting attendees wishing to address the Committee about items not on the agenda may do so at this time. Zoom attendees should type their name and address in the Question and Answer feature within the Zoom online meeting platform at this time. Members of the public who are present in person and wish to address the Committee should fill out a public comment form and turn into the meeting chairperson. When you are called upon to speak, state your name, address, and provide your comments to the Committee for their consideration. Please adhere to the 3-minute time limit. Additionally, you may send your public comments to village.clerk@mcfarland.wi.us to be included as part of the meeting.*

Members of the public may also speak during their selected agenda item as they designate on the public comment form or in the Question and Answer feature on Zoom.

No public present.

3. APPROVAL OF MINUTES.

a. *Motion to approve the minutes of the March 14, 2023 meeting.*

Motion by Village Trustee Luke Fessler, second by Village Trustee Edward Wreh, to approve the minutes of the March 14, 2023 meeting. Motion carries 2 - 0 - 0 by acclamation.

4. BUSINESS.

a. *Discussion and recommendation regarding the job description and classification to create the Full-Time Diversity, Equity, and Inclusion Strategist position within the Village.*

Motion by Village Trustee Luke Fessler, second by Village Trustee Edward Wreh, to recommend to the Village Board approval of the job description and classification to create the Full-Time Diversity, Equity, and Inclusion Strategist position within the Village. Motion carries 2 - 0 - 0 by acclamation.

b. *Discussion and recommendation on amendment of Chapter 28, Meals, of the Personnel Policy Manual.*

Motion by Village Trustee Luke Fessler, second by Village Trustee Edward Wreh, to

recommend the amendment of Chapter 28, Meals, of the Personnel Policy Manual effective January 1, 2024. Motion carries 2 - 0 - 0 by acclamation.

- c. Discussion regarding the creation of an Employee Recognition Program by the Employee Engagement Committee.

Discussion only, no action was taken.

5. SCHEDULE NEXT MEETING DATE.

- a. November 6th - 11:30 a.m.

6. ADJOURNMENT.

Motion by Village Trustee Edward Wreh, second by Village Trustee Luke Fessler, to adjourn at 10:13 am.

Pursuant to law, written notice of this meeting was given to the public and posted on the public bulletin board in accordance with Open Meetings Law.

Respectfully submitted,
Andrea Anderson
Human Resources Generalist